2012 ICBA National Convention & Techworld ®
Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *2012 ICBA National Convention & Techworld ®.* We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's 2012 ICBA National Convention & Techworld ® Customer Service Representative at cswashington@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise, and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Brede EXPOSITION SERVICES

Brede Customer Service

- *(301) 937-8600 Fax (301) 937-6513 e-mail: cswashington@brede.com*
- *Office Hours: 8:00 AM - 4:30 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Mark Traeger
- 800 422-7285
- mark.traeger@icba.org

Booths

Each 10' x 10' booth includes:

- 8' high back drape- (Red, White and Black)
- 3' high side drape– (Red)
- (1) one-line booth ID sign with booth number

Drape Colors: Red, White and Black Aisle Carpet Color: Grey

Material Handling

Advance to Warehouse by March 2nd

TO: Exhibiting Company Name and Booth #
FOR: 2012 ICBA National Convention & Techworld ®
Brede Exposition Services
c/o YRC
7300 Centennial Blvd.
Nashville, TN 37209

Direct to Show Site not prior to March 10th

TO: Exhibiting Company Name and Booth #
FOR: 2012 ICBA National Convention & Techworld ®
c/o Brede Exposition Services
Gaylord Opryland Resort & Convention Center
2815 Opryland Dr. Ryman C
Nashville, TN 37214

Exhibitor Schedule

Exhibitor Move-in:	Saturday	March 10, 2012	8:00 AM	—	5:00 PM
Vendor Appreciation Reception			5:00 PM	—	6:30 PM
Show Hours:	Sunday	March 11, 2012	11:30 AM	—	4:00 PM
Welcome Reception			5:30 PM	—	7:00 PM
Show Hours	Monday	March 12, 2012	11:30 AM	—	4:00 PM
Lunch			12:30 PM	—	1:30 PM
Exhibitor Move-out:	Monday	March 12, 2012	4:00 PM	—	8:00 PM

- Drivers for all carriers must be checked in at the Brede Freight Desk for pick-up of freight by: 7:00 PM on Monday March 12, 2012.

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Find more on Brede.com

phone 301-937-8600
fax 301-937-6513
e-mail cswashington@brede.com

Show Details

2012 ICBA National Convention & Techworld ®

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Brede EXPOSITION SERVICES

Information Form

Please make your show site representative aware of the following policies.

Payment & Pricing Policies

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	February 24, 2012
Custom exhibits rentals	February 24, 2012
Labor orders	February 24, 2012

Add to my calendar

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	March 2, 2012
Shipments to show site to arrive no sooner than:	March 10, 2012

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Find more on Brede.com

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fax 301-937-6513
e-mail cswashington@brede.com

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Brede EXPOSITION SERVICES

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

Order Summary

Carpet	$ _____
Tables & Accessories	$ _____
Radius Rentals	$ _____
Brede Rental Exhibits	$ _____
Material Handling	$ _____
Labor	$ _____
Forklift	$ _____
Booth Cleaning	$ _____
Graphics	$ _____
Total Due	$ _____

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include 2012 ICBA National Convention & Techworld ® and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301-937-6513

Order Summary / Payment Method

Brede EXPOSITION SERVICES

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | |

Credit Card Authorization

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301-937-6513*

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Brede EXPOSITION SERVICES

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

Find more on Brede.com

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Forest Green ☐ Burgundy
☐ Red ☐ Plum ☐ Grey

Qty	Size		Advance	Standard	Subtotal
_____	10' Carpet		$ 159.00	$ 207.00	$ _____
_____	20' Carpet		$ 318.50	$ 414.00	$ _____
_____	30' Carpet		$ 477.50	$ 621.00	$ _____
_____	40' Carpet		$ 636.50	$ 827.50	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 4.25 *per sq. ft.*	$ 5.50 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ .59 *per sq. ft.*	$ .77 *per sq. ft.*	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ .37 *per sq. ft.*	$ .48 *per sq. ft.*	$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal ☐ White ☐ Burgundy ☐ Navy ☐ Grey Pearl ☐ French Beige
☐ Red ☐ Emerald ☐ Black ☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 4.90 *per sq. ft.*	$ 6.40 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
9.25% TN Tax $ _____
Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301-937-6513

Carpet

2012 ICBA National Convention & Techworld ®

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Brede EXPOSITION SERVICES

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

Find more on Brede.com

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
____	4' x 2' draped table	$ 112.50	$ 146.50	$ ____
____	6' x 2' draped table	$ 128.00	$ 166.50	$ ____
____	8' x 2' draped table	$ 157.00	$ 204.00	$ ____
____	4th side drape	$ 48.50	$ 63.00	$ ____
____	4' x 2' undraped table	$ 53.50	$ 70.00	$ ____
____	6' x 2' undraped table	$ 68.00	$ 88.50	$ ____
____	8' x 2' undraped table	$ 71.00	$ 92.50	$ ____
	42" High Display Tables (includes white vinyl top, 3 side drape)			
____	4' x 2' draped table	$ 145.50	$ 189.50	$ ____
____	6' x 2' draped table	$ 166.00	$ 215.00	$ ____
____	8' x 2' draped table	$ 187.50	$ 244.00	$ ____
____	4th side drape	$ 48.50	$ 63.00	$ ____
____	4' x 2' undraped table	$ 82.50	$ 107.50	$ ____
____	6' x 2' undraped table	$ 96.00	$ 125.00	$ ____
____	8' x 2' undraped table	$ 107.50	$ 140.00	$ ____
	12" Tabletop Risers (includes white vinyl top)			
____	4' x 12" draped riser	$ 56.00	$ 73.00	$ ____
____	6' x 12" draped riser	$ 75.50	$ 98.50	$ ____

Accessories

Qty	Item	Advance	Standard	Subtotal
____	Padded Side Chair—Grey	$ 55.00	$ 71.50	$ ____
____	Padded Arm Chair—Grey	$ 75.50	$ 98.50	$ ____
____	Swivel Chair — Grey	$ 84.00	$ 109.50	____
____	Counter Stool with Back	$ 90.50	$ 118.00	$ ____
____	30" Pedestal Table ☐ 30" d ☐ 36" d	$ 87.00	$ 113.50	$ ____
____	42" Pedestal Table ☐ 30" d ☐ 36" d	$ 87.00	$ 113.50	$ ____
____	Waste basket	$ 24.00	$ 31.50	$ ____
____	Floor Easel	$ 49.00	$ 64.00	$ ____
____	Sign Stand 22" x 28"	$ 56.00	$ 73.00	$ ____
____	Bag Rack	$ 49.00	$ 64.00	$ ____
____	Literature Rack 5 pocket	$ 84.00	$ 109.50	$ ____
____	Tackboard 8'x4' (Horizontal)	$ 146.50	$ 190.50	$ ____
____	Perfboard 8' x 4' (Horizontal)	$ 146.50	$ 190.50	$ ____
____	3' high drapery (per ft)	$ 18.00	$ 23.50	$ ____
____	8' high drapery (per ft)	$ 22.00	$ 29.00	$ ____

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ ____
9.25% TN Tax $ ____
Table Total $ ____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number ____

Exhibiting Company ____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301-937-6513

Tables & Accessories

BRENTAL EXHIBITS DE

Plan A

Plan B

Plan C

Plan D

--- Plan A ---
10' N-Line
Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---
20' N-Line
Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

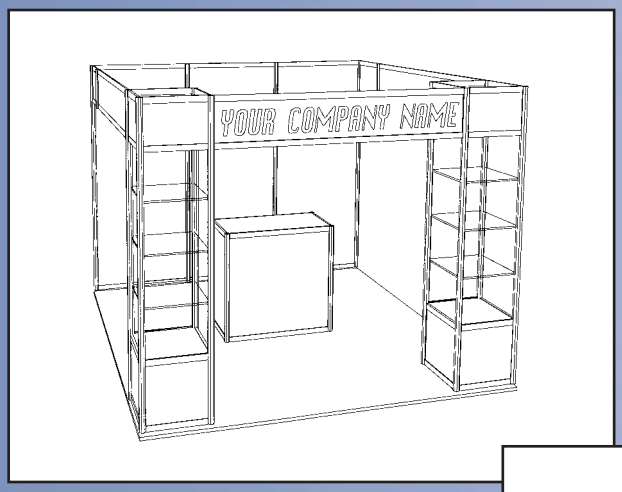
--- Plan C ---
20' N-Line
Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

--- Plan D ---
20' X 20' Island
Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Brede EXPOSITION SERVICES

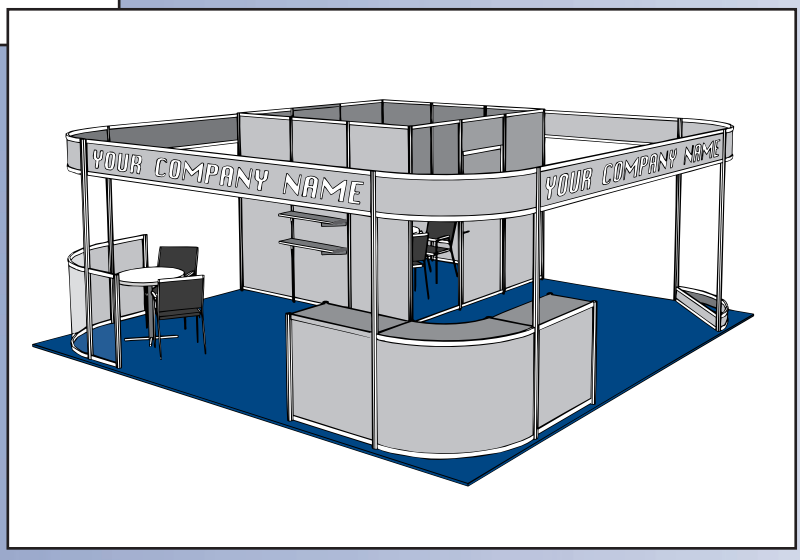
Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- **Unique**
- **Affordable**
- **Practical**
- **Original**
- **Versatile**
- **Impressive**
- **Functional**
- **Attractive**
- **Productive**
- **Inviting**



Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.

Call our experienced professionals for an innovative and customized approach.

Custom \'kəs-təm\adj **1:** made or performed according to personal order **2:** specializing in custom work or operation

Brede EXPOSITION SERVICES

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Brede EXPOSITION SERVICES

Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

Exhibits

Qty	Item	Advance	Standard	Subtotal
White Hardwall Panels				
____	Plan A –10' exhibit	$ 2,143.50	$ 2,786.00	$ ____
____	Plan B—20' exhibit	$ 4,600.00	$ 5,980.00	$ ____
____	Plan C—20' exhibit	$ 5,008.00	$ 6,510.50	$ ____
____	Plan D—20'x20' exhibit	$ 9,747.00	$ 12,671.00	$ ____
Color Hardwall Panels (with Choice of Color)				
____	Plan A –10' exhibit	$ 2,393.50	$ 3,111.50	$ ____
____	Plan B—20' exhibit	$ 5,000.00	$ 6,500.00	$ ____
____	Plan C—20' exhibit	$ 5,408.00	$ 7,030.50	$ ____
____	Plan D—20'x20' exhibit	$ 10,347.00	$ 13,451.00	$ ____
Velcro Compatible Panels (with Choice of Color)				
____	Plan A –10' exhibit	$ 3,051.00	$ 3,966.50	$ ____
____	Plan B—20' exhibit	$ 6.052.00	$ 7,867.75	$ ____
____	Plan C—20' exhibit	$ 6,460.00	$ 8,398.00	$ ____
____	Plan D—20'x20' exhibit	$ 11,925.00	$ 15,502.50	$ ____

Includes:

- Standard expo carpeting with your choice of color (see options)
- Material handling (for rental exhibits where Brede is the official show contractor)
- Standard counter—18" x 39" x 40"
- Labor to install and dismantle exhibit
- Header—One line with black block letters

HEADER COPY *(Please print clearly):*

_____

(logos, color, & special lettering available at an additional cost. Call for quote.)

Color Options

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black ☐ Blue ☐ Grey

Select Carpet Color

☐ Black ☐ Blue ☐ Teal
☐ Forest Green ☐ Red ☐ Plum
☐ Grey ☐ Burgundy

Exhibits and panel colors are subject to availability.
Please call to ensure colors and units desired are available.

Additional Options

Qty	Item	Advance	Standard	Subtotal
____	Standard Counter 18"x39"x40"	$ 181.50	$ 236.00	$ ____
____	Adjustable Shelves	$ 46.00	$ 60.00	$ ____
____	Spot Lights (use w/ rental only)	$ 51.00	$ 66.50	$ ____

Additional Booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

9.25% TN Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

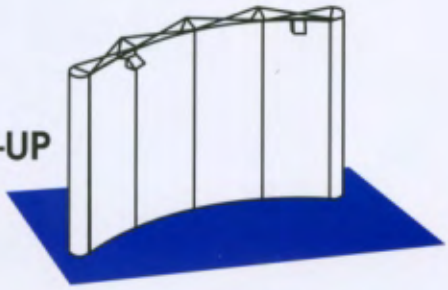
COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301-937-6513

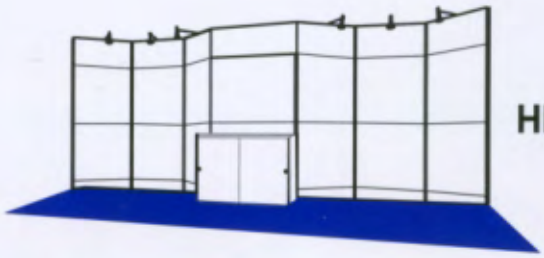
Brede Rental Exhibits

Brede EXPOSITION SERVICES

Dress up your Presentations with...

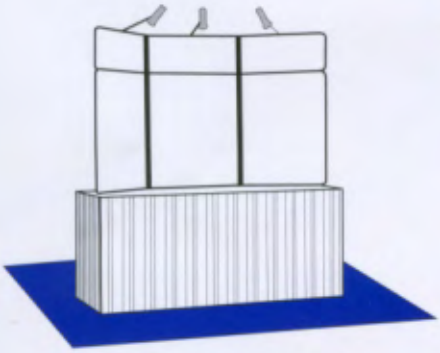


POP-UP

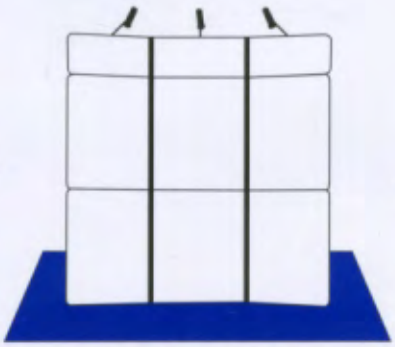


HP-20

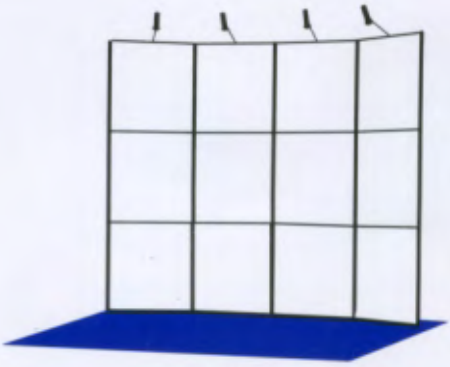
radius® Rentals



FS TABLE TOP



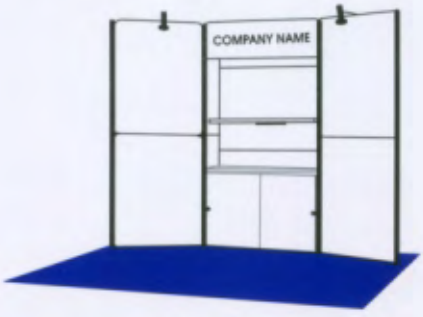
FS FULL UNIT



PS

VP

HP



BAY

Brede EXPOSITION SERVICES

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Order Form

Submit this form if you wish to enhance your exhibit by renting additional display items.
Enter the Radius Rentals Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

Radius Rentals

Qty	Item	Color	Advance	Standard	Subtotal
_____	Pop-Up Unit with Lights	Grey	$ 995.00	$ 1,293.50	$ _____
_____	HP-20 Unit with Lights	Charcoal/Silver	$ 2,632.00	$ 3,421.75	$ _____
_____	FS Table Top Unit with Lights	Charcoal/Silver or Blue/Silver	$ 556.00	$ 723.00	$ _____
_____	FS Full Unit with Lights	Charcoal/Silver or Blue/Silver	$ 672.50	$ 874.25	$ _____
_____	PS Unit with Lights	Charcoal/Silver, Wine/Plat, or Blue	$ 1,134.00	$ 1,474.25	$ _____
_____	VP Unit with Lights	Black/Silver or Blue	$ 1,217.00	$ 1,582.00	$ _____
_____	HP Unit with Lights	Blue/Silver	$ 1,158.75	$ 1,506.50	$ _____
_____	Bay Unit with Lights	Charcoal/Silver	$ 1,404.00	$ 1,825.25	$ _____

- Rental includes set-up and dismantle.
- Table not included in rental.
- All orders are subject to availability.

Important Notes

- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

9.25% TN Tax $ _____

Radius Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301-937-6513

Brede EXPOSITION SERVICES

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Order Form

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

Marketing Objectives Please describe your goals for exhibiting at 2012 ICBA National Convention & Techworld ®:

_____

_____

Exhibit Requirements

☐ Reception Area	☐ Focal Point	☐ Literature Access	☐ Theater	☐ Interactive Kiosks
☐ Seating	☐ Work Stations	☐ Hospitality	☐ Interactive Kiosks	
☐ Lead Retrieval	☐ Conference Area	☐ Live Presentation Stage	☐ Product Display	*(please describe product & requirements)*

Pantone Colors: _____ _____

Corporate Website : _____ _____

Budget Guidelines Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? _____ Does the budget include graphics? ☐ Yes ☐ No

Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301-937-6513*

Custom Rental Exhibits

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 301-937-8600
fax 301-937-6513
e-mail cswashington@brede.com

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, YRC, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins 30 days prior to exhibitor move-in.
- Shipments received at the warehouse after March 2, 2012 are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, YRC, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone 301-937-8600
fax 301-937-6513
e-mail cswashington@brede.com

Material Handling Information

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show site

Deadlines and Info

- Do not ship to the facility prior to March 10, 2012. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, YRC, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Material Handling Information

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: 2012 ICBA National
Convention & Techworld ®
Brede Exposition Services
c/o YRC
7300 Centennial Blvd.
Nashville, TN 37209

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by March 2, 2012 to avoid late charges.

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: 2012 ICBA National
Convention & Techworld ®
c/o Brede Exposition Services
Gaylord Opryland Resort
& Convention Center
2815 Opryland Dr. Ryman C
Nashville, TN 37214

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- Shipments will be received at the facility no sooner than March 10, 2012 during move-in hours.

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 301-937-8600
fax 301-937-6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	*Material Handling Rate* *Rates below include any applicable OT charges* *per 100 lbs* 200 lb minimum charge
Advance to Warehouse: Crated	$115.50
Direct to Show site: Crated	$109.00
Advance to Warehouse: Special Handling	$144.50
Direct to Show site: Special Handling	$136.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	$163.25
Advance to Warehouse/Direct to Show site: Small Packages	$45.00
Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after March 2, 2012 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$25.00 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$250.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. • Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						TOTAL		$

Show Site Contact Name _____ Show Site Phone _____

Exhibiting Company _____ Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301-937-6513*

Material Handling Rates

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $115.50 per CWT = $231.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $115.50 per CWT = $231.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $115.50 per CWT = $231.00

  TOTAL cost of three shipments arriving *separately*: $693.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $115.50 per CWT = $231.00

  TOTAL cost of one *consolidated* shipment: $231.00 *Savings of $672.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone 301-937-8600
fax 301-937-6513
e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

7300 Centennial Blvd.

Nashville, TN 37209

2012 ICBA National Convention & Techworld ®

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Exhibitor

Booth

Late to warehouse charges apply after:

March 2, 2012

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

7300 Centennial Blvd.

Nashville, TN 37209

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Exhibitor

Booth

Late to warehouse charges apply after:

March 2, 2012

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Gaylord Opryland Resort & Convention Center

2815 Opryland Dr. Ryman C

Nashville, TN 37214

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
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Exhibitor

Booth

Exhibitor move-in begins:

March 10, 2012

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Gaylord Opryland Resort & Convention Center

2815 Opryland Dr. Ryman C

Nashville, TN 37214

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Exhibitor

Booth

Exhibitor move-in begins:

March 10, 2012

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

Trade Show Kargo

MOVE IN BULLETIN

ICBA TECHWORLD
NASHVILLE TN
MARCH 11-15, 2012

The Independent Community Bankers of America
has chosen
Trade Show Kargo as their official freight carrier for your upcoming show in Nashville, Tennessee

==========

To arrange shipping, please call our toll free number and we will assist you and promptly expedite your shipment to and from your show.

Freight Services:

1. Air & Ground Service from the 50 States directly to the The Gaylord Opryland Resort.
2. Air & Ground Service from the 50 States to ICBA's advance warehouse.
3. Air & Ground Service for your return home or to your next show.

800-247-8754

Email: billkargo@hotmail.com

Fax 406-684-5035

Trade Show Kargo is an approved IAC carrier by the TSA

Brede EXPOSITION SERVICES

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Nashville, TN
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Order Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: February 24, 2012

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- Do not leave Bills of Lading in your booth!

Outbound Shipping Information

To: _____

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ Trade Show Kargo ☐ Other Ground _____

Air

☐ Trade Show Kargo ☐ Other Air _____ Next Day ☐ 2nd Day ☐ Deferred ☐

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301-937-6513

Bill of Lading & Labels Request

Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Exhibitors may hand-carry their materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede.

Booth Labor

Currently we have an agreement with the Local Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the union. Labor can be ordered in advance by submitting the *Labor Order* form or through the Brede Service Desk at show site. Proof of the full-time employment status of any personnel working in your booth may be requested by the Union Steward.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising regarding union jurisdiction or practices be directed to management representatives of Brede.

phone 301-937-8600
fax 301-937-6513
e-mail cswashington@brede.com

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Brede EXPOSITION SERVICES

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs 30% of total labor bill.
- There is a $45.00 minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show site Contact: _____

Phone #: _____

Labor Rates

Straight Time	$78.00
Overtime *4:30 p.m.—8:00 a.m. Monday-Friday* *All day Saturday, Sunday,* *and observed union holidays*	$117.00 *per person per hour*

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A. Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested		Est. Hrs. per laborer		Total Hrs.		Rate* per person		Subtotal		Brede Supervision (Subtotal X .30)		Estimated Cost
Installation	_____		X		=		X		=	$	+	$	=	$
Dismantle	_____		X		=		X		=	$	+	$	=	$

Important Notes

- A 20% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301-937-6513*

Labor

Brede EXPOSITION SERVICES

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

*Please call your Brede Customer Service Representative for a quote if you require a **forklift for over 5,000 lbs. capacity, a cage, or a crane.***

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	*Helper* per person per hour
Straight Time *8:00 a.m.—4:30 p.m. Monday-Friday*	$140.00	$78.00
Overtime *4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays*	$210.00	$117.00

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Please specify other equipment:

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions
- ☐ Fork Cage ($40.00)

Contact responsible for move-in: _____ *Phone #:* _____

Estimate Costs

	Date Time	*Heaviest Piece (lbs.)*	*# of Forklifts up to 5,000 lbs. (w/Operator)*		*Est. Hrs. per Forklift*		*Rate per hour*		*Estimated Cost*
Installation	_____ _____			X		X	$	=	$
Dismantle	_____ _____			X		X	$	=	$

Important Notes

- If cage, crane, or larger capacity lift is required, contact Brede Customer Service for scheduling and pricing.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301-937-6513*

Forklift

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Brede EXPOSITION SERVICES

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ FAX#: _____

EMAIL ADDRESS: _____ CELL#: _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301-937-6513

Non-Official I&D Contractor

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. These services must be ordered on-site.

Notes

- You must sign up for these services and pick up your access storage labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Storage Rates

- The rate for accessible storage is $125.00 per skid, plus access rates.

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage

phone 301-937-8600
fax 301-937-6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
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Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

Cleaning Options

Select	Service	Days		Booth Size (100 sq. ft. minimum)		Advance (per sq. ft.)	Standard (per sq. ft.)		Subtotal
☐	Vacuum once prior to show opening. *Includes emptying of waste baskets.*	1	X		X	$0.65	$0.84	$	
☐	Vacuum once prior to show opening and daily thereafter. *Includes emptying waste baskets.*	2	X		X	$0.52	$0.68	$	

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total $ _____

- Transfer this total to he *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301-937-6513*

Booth Cleaning

Brede EXPOSITION SERVICES

2012 ICBA National Convention & Techworld ®

Gaylord Opryland Resort & Convention Center
Nashville, TN
March 10-12, 2012

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 24, 2012

Add to my calendar

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 76.25	$ 99.00	$ _____
_____	14" X 22"	$ 112.25	$ 146.00	$ _____
_____	22" X 28"	$ 103.00	$ 134.00	$ _____
_____	28" X 44"	$ 170.00	$ 221.00	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width		Square footage		Advance	Standard			Subtotal
	X		=		X	$18.50 *per sq. ft.*	$24.00 *per sq. ft.*	=	$	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one
☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
9.25% TN Tax $ _____
Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301-937-6513

Graphics

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Fire Regulations

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

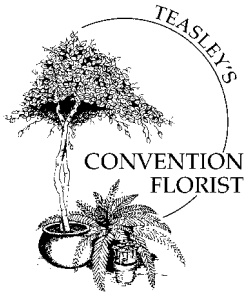
All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

phone 301-937-8600
fax 301-937-6513
e-mail cswashington@brede.com



RICHARDS CONVENTION FLORIST, LLC
d/b/a TEASLEY'S CONVENTION FLORIST

TAXPAYER ID # 20-8142614
7159 OLD HICKORY BLVD.
WHITE'S CREEK, TN 37189-9160
PHONE: (615) 876-3695 – FAX: (615) 876-9378T
INFORMATION: leigh@conventionflorist.com
WEB: www.conventionflorist.com

QUANTITY	ITEM	PRICE	TOTAL
_____	FLORAL ARRANGEMENTS (Designers Choice, NO EXHIBITOR INPUT)	$ 50.00 to $75.00 (Price variation denotes size)	_____
_____	FLORAL ARRANGEMENTS (Custom - Call or Fax your Requirements for Quote)	$ 75.00 & Up	_____
_____	BLOOMING PLANTS (Mums, Rieger Begonia or Kalanchoe as available)	$ 22.50	_____
_____	AZALEAS	$ 30.00	_____
_____	LARGE POTTED FERNS	$ 30.00	_____
_____	18" TROPICAL PLANTS	$ 24.50	_____
_____	2' TROPICAL PLANTS	$ 29.50	_____
_____	3' TROPICAL PLANTS	$ 39.50	_____
_____	4' TROPICAL PLANTS	$ 49.50	_____
_____	5' TROPICAL PLANTS	$ 59.50	_____
_____	6' TROPICAL PLANTS	$ 69.50	_____
_____	7' - 8' TROPICAL PLANTS	$ 89.50	_____
		DELIVERY CHARGE	$ 10.00
		TOTAL	_____

RECEIPTS SENT ONLY ON REQUEST AFTER SHOW CLOSE

Prices are subject to change without notice. There is a significant price increase for on-site orders.

BOOTH NUMBER: _____SHOWSITE:_____

SHOW NAME: _____ SHOW DATE: _____

EXHIBITOR NAME:_____

STREET ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT PERSON/PHONE:___ _____

FAX/E-MAIL: _____

- RENTAL POLICY
  1. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
  2. Substitutions may be necessary due to material availability.
  3. Rental price includes a decorative container, and top dressing as needed.
- PAYMENT POLICY
  We accept company checks and all major credit card.. All amounts due are payable in U.S. Funds. DIRECT BILL IS NOT A PAYMENT OPTION. FULL PAYMENT MUST ACCOMPANY ORDER
- METHOD OF PAYMENT
  AMERICAN EXPRESS® ____ MASTERCARD® ____VISA® ____ CHECK ENCLOSED ____ PAYMENT MUST ACCOMPANY ORDER. ORDERS NOT ACCOMPANIED BY A CHECK OR CREDIT CARD INFORMATION WILL NOT BE DELIVERED.

  CARD #_____EXP. DATE_____ 3 OR 4 DIGIT SECURITY CODE_____

  NAME AS SHOWN ON CARD: (Please Print)_____

  CREDIT CARD BILLING ADDRESS: _____
  (If different from above)

  BILLING ADDRESS, LINE 2: _____

  CARDHOLDERS SIGNATURE:: (Required)_____

Rev. 8/10

AMERICAN TRADESHOW SERVICES

For More Information Call - 985.809.0600, ext 205

Optimize your ROI with Lead Retrieval

Collect **Quality Leads** in a format You Can Use **Instantly**

MORE SALES

Date Time ID# First Name Last Name Title Company
6/3/2010 8:01:30 AM L23769 Ins Lead ABC Corporation
6/3/2010 8:02:34 AM L24869 Peter Smith Fleur De Lis Inc
6/3/2010 8:07:12 AM L12133 Marcus Carter & Kennedy LLP
6/3/2010 8:09:58 AM 597412 Betty Acrian Owner Sweet and Sour, Inc
6/3/2010 8:12:36 AM 951753 John Jacob Director of Marketing
6/3/2010 8:20:20 AM 332258 Bob Barker Pricing Manager
6/3/2010 8:21:45 AM 332587 Wendy Roberts Project Assistant
6/3/2010 9:01:07 AM 878143 Paul Sales Representative
6/3/2010 9:10:34 AM L41251 Michael President
6/3/2010 9:12:43 AM L54214 Steven Director of Sales
6/3/2010 9:17:01 AM 957431 Sarah Administrative Assistant
6/3/2010 9:25:09 AM 235895 Milton Bradley Agent
Studio Corporation
Baker's Dozen Company
(985) 809-0600

EXPOPRO MC50™

Be Mobile. Be Green.

- Wireless Handheld Unit
- Large Color Touch Screen display
- Allows personalized note taking
- Extended Life Battery
- Paperless, Green option
- Leads on USB

EXPOPRO PLUS™

Easy-to-Use Desktop Unit.

- Easy-to-Use Point & Shoot
- Color Touch Screen Display
- Highspeed Printer
- Leads on USB and Paper
- Reprint Individual Lead or All
- Unlimited Paper Supply

LEADS IN A FLASH™

Custom to Your Needs.

- Custom Survey Software
- Program Runs Directly from USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop

Additional Products and Services

GreenPlus ELR™

The green option to reduce your cost and increase your exposure, ATS's Electronic Literature Rack offers you a paperless approach to distributing marketing materials. Within one week post-show, attendees that visited your booth will receive a customized email with access to your company's brochures in electronic form allowing them to retain an archive to your literature for when they most need it-when they are ready to buy!

Delivery & Training

ATS technicians deliver pre-ordered equipment prior to and after the event. In addition, our technician will train booth personnel on how to best use the unit.

Custom Qualifiers

ATS creates a list of custom qualifiers that can include exhibitor's products and/or services and loads it into the unit; can be easily attached to a prospect's record.

The ATS Standard...

*Leads on 64mb USB drive, yours to keep
*Easily imported into Excel, Outlook, ACT! And other major sales tracking programs
*Each lead may contain Name, Company, Title, Address, Phone, Fax, Email, Qualifiers, and personal notes (determined by the association)
*Random Drawing Raffle Feature on all units
*20 Standard Qualifiers for Easy Follow-up
*Free Technical Support Before, During & After the show

ICBA 2012
Gaylord Opryland
Nashville, TN
March 11-15, 2012

AMERICAN TRADESHOW SERVICES
217 General Patton Avenue
Mandeville, LA 70471

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY, FEBRUARY 10, 2012

1 Choose Your Unit(s)

	DISCOUNT	REGULAR	QUANTITY	LINE TOTAL

ExpoPro Plus™ *Easy-To-Use Desktop Unit*

- Easy-To-Use Point & Shoot
- Color Touch screen display
- High-speed Printer
- Reprint Individual Lead or All
- Leads on USB and Paper
- Electrical Requirements <1 amp, 110V

$ 245.00 $ 295.00 x _____ = _____

ExpoPro MC50™ *Be Mobile. Be Green.*

- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Leads on USB
- Extended Life Battery

$ 295.00 $ 345.00 x _____ = _____

Leads In A Flash™ *Custom to Your Needs*

- Windows-based Custom Survey Software
- Programs Runs Directly From USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop

$ 350.00 $ 450.00 x _____ = _____

2 Add Optional Services

	DISCOUNT	REGULAR	QUANTITY	LINE TOTAL
GreenPlus ELR™	$ 150.00	$ 150.00	☐	= _____
Delivery & Setup	$ 65.00	$ 85.00	☐	= _____
Custom Qualifiers	$ 60.00	$ 80.00	x _____	= _____

3 Add It Up

Total Due (in US Funds) = $ _____

All fields are required. Please include a Payment Authorization Form with your order.

4 Fill It Out and Sign

COMPANY _____ BOOTH NO. _____

EMAIL ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

PHONE NO. _____ FAX NO. _____

WEBSITE _____ ORDER CONTACT _____

ONSITE CONTACT _____ ONSITE CELL PHONE _____

Order Online:
www.atsleads.com
User Name: ICBA2012
Password: 0312

Fax Credit Card Orders to:
985-809-1888

Mail Check Orders to:
American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471

To Call Order In or Ask Questions:
985-809-0600, ext 215

ICBA 2012
Gaylord Opryland
Nashville, TN
March 11-15, 2012

AMERICAN TRADESHOW SERVICES
217 General Patton Avenue
Mandeville, LA 70471

PAYMENT AUTHORIZATION FORM

BOOTH NO. _____

COMPANY _____

ORDER CONTACT _____

PHONE NUMBER _____

A credit card is required on all orders as a security deposit on rental equipment. *See Terms and Conditions at the bottom of this page.*

CHOOSE PAYMENT METHOD:

○ To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

○ To Pay By Company Check (Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

○ To Pay By Wire Transfer (Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Wire Transfers will incur an additional $40.00 for handling and bank fees. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfer are due in the office ten (10) days prior to show start.

* Credit Card Details - Required for All Orders*

☐ AMERICAN EXPRESS
☐ MasterCard
☐ VISA

☐ Use as Security Deposit Only

Cardholder Name: _____

Expiration Date: _____ / _____ Security Code: _____

Cardholder Signature: _____

! Terms and Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. **Refunds will not be made for unclaimed equipment.** Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged $100.00.

Renter is responsible for the full replacement value of $2,500.00 for lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a $75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step in taken.

Checks are due in the office ten (10) days prior to show start.

Order Online:
www.atsleads.com
User Name: ICBA2012
Password: 0312

Fax Credit Card Orders to:
985-809-1888

Mail Check Orders to:
American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471

To Call Order In or Ask Questions:
985-809-0600, ext 215

ICBA 2012
Gaylord Opryland
Nashville, TN
March 11-15, 2012

AMERICAN TRADESHOW SERVICES
217 General Patton Avenue
Mandeville, LA 70471

Custom Qualifiers Template

Fax To: 985-809-1888

DISCOUNT DEADLINE:

FRIDAY, FEBRUARY 10, 2012

$60 before deadline
$80 after deadline
(COST PER UNIT)

The following is a list of the standard action codes that are included with your unit rental.

Add to Mailing List
Current Customer
Distributor
Has Purchasing Authority
Have Sales Rep Call
Hot Lead!
Inquiry Only
Interested Buyer
OEM
Product A
Product B
Product C
Product D
Product E
Product F
Schedule Demonstration
Send Literature
Send Pricing Info
VAR
Wants Presentation

To personalize these codes, or use your own codes, please fill in this template.

Below please list your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 28 characters per code.) To guarantee availability at show site, please fax this template in seven (7) days prior to show start.

The Following Characters May Not Be Entered As Part Of An Action Code:
Apostrophes ('), Slashes (/), Backslashes (\),
Dots (.), Carrots (^), and Quotes (")

Company

Booth Number

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If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.

PRG, LLC
Attn: TRADE SHOW SERVICES
Toll Free: 888-844-4225
Email: tradeshows@prg.com
Website: www.prg.com

TO ORDER:
Online: https://orders.prg.com
ONLINE ORDER CODE: ICBA20120227
ADVANCE RATE DEADLINE: February 27, 2012

OFFICIAL SERVICE PROVIDER

ICBA National Convention & Techworld
March 11 - 12, 2012
Gaylord Opryland
Nashville, TN

Company:_____ **Bth#:** _____

QTY	DISPLAY PACKAGES	ADVANCE Show Rate	EXT. TOTAL
	42" Plasma Monitor / DVD Display Package Includes: 42" Plasma Monitor (16:9 /1024x768 Resolution), Floor Stand and DVD Player	1,092.50	
	42" Plasma Monitor / Computer Display Package Includes: 42" Plasma Monitor (16:9 /1024x768 Resolution), Floor Stand and Laptop Computer (Windows XP / Office 2007)	1,322.50	
	50" Plasma Monitor / DVD Display Package Includes: 50" Plasma Monitor (16:9 /1024x768 Resolution), Floor Stand and DVD Player	1,368.50	
	50" Plasma Monitor / Computer Display Package Includes: 50" Plasma Monitor (16:9 /1024x768 Resolution), Floor Stand and Laptop Computer (Windows XP / Office 2007)	1,598.50	
QTY	**HI-DEFINITION VIDEO DISPLAYS**	**ADVANCE Show Rate**	**EXT. TOTAL**
	40" HD Display Monitor (16:9 / 1920x1080p Resolution) **Visual Source:** Computer ___ DVD ___ Other / Specify ___ **Mounting:** Table Top ___ Wall ___ Floor Stand ___ Other / Specify _____	862.50	
	46" HD Display Monitor (16:9 / 1920x1080p Resolution) **Visual Source:** Computer ___ DVD ___ Other / Specify ___ **Mounting:** Table Top ___ Wall ___ Floor Stand ___ Other / Specify _____	977.50	
	52" HD Display Monitor (16:9 / 1920x1080p Resolution) **Visual Source:** Computer ___ DVD ___ Other / Specify ___ **Mounting:** Table Top ___ Wall ___ Floor Stand ___ Other / Specify _____	1,265.00	
	Custom & Larger Displays Available - Call for a Quote	**CALL**	
QTY	**COMPUTER DATA DISPLAYS**	**ADVANCE Show Rate**	**EXT. TOTAL**
	19" LCD Monitor (4:3 / 1280x1024 Resolution / Computer Only) **Visual Source:** Computer ___ DVD ___ Other / Specify ___ **Mounting:** Table Top ___ Wall ___ Floor Stand ___ Other / Specify _____	195.50	
	24" LCD Monitor (16:9 / 1900x1200 Resolution) **Visual Source:** Computer ___ DVD ___ Other / Specify ___ **Mounting:** Table Top ___ Wall ___ Floor Stand ___ Other / Specify _____	379.50	
	32" LCD Monitor (16:9 / 1365x768 Resolution) **Visual Source:** Computer ___ DVD ___ Other / Specify ___ **Mounting:** Table Top ___ Wall ___ Floor Stand ___ Other / Specify _____	632.50	
	42" Plasma Monitor (16:9 / 1024x768 Resolution) **Visual Source:** Computer ___ DVD ___ Other / Specify ___ **Mounting:** Table Top ___ Wall ___ Floor Stand ___ Other / Specify _____	862.50	
	50" Plasma Monitor (16:9 / 1280x768 Resolution) **Visual Source:** Computer ___ DVD ___ Other / Specify ___ **Mounting:** Table Top ___ Wall ___ Floor Stand ___ Other / Specify _____	1,150.00	
	61" Plasma Monitor (16:9 / 1365x768 Resolution) **Visual Source:** Computer ___ DVD ___ Other / Specify ___ **Mounting:** Table Top ___ Wall ___ Floor Stand ___ Other / Specify _____	2,185.00	
	Custom & Larger Displays Available - Call for a Quote	**CALL**	
		Equipment Subtotal (page 1)	

PRG, LLC
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TO ORDER:
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ONLINE ORDER CODE: ICBA20120227
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Company:_____ **Bth#:** _____

QTY	DISPLAY ACCESSORIES	ADVANCE Show Rate	EXT. TOTAL
	Monitor Floor Stand w/ Shelf **(For Use with PRG Provided Monitor)**	195.50	
	Monitor Floor Stand w/ Shelf **(For Use with CLIENT Provided Monitor)** **!!!** Client **MUST SUPPLY** PRG Approved Wall Mount - **CALL FOR DETAILS !!!**	287.50	
	Custom Display Mounting Available - Call for a Quote	**CALL**	
QTY	**VIDEO**	**ADVANCE Show Rate**	**EXT. TOTAL**
	DVD Player (Consumer Grade - NTSC Format USA)	126.50	
	DVD Player (Pro Grade - NTSC / PAL / SECAM International Multi-Format)	218.50	
	Blu-ray Player (Consumer Grade - NTSC Format USA)	172.50	
	26" LCD Monitor w/ Built-In DVD Player (16:9 / 1366x768)	460.00	
	Video DA (Used to Send DVD Player Output to Multiple Monitors)	80.50	
	Custom Designed Video Systems Available - Call for a Quote	**CALL**	
QTY	**COMPUTER PACKAGES**	**ADVANCE Show Rate**	**EXT. TOTAL**
	Desktop Computer / 19" Monitor Package Includes: Desktop PC w/ XP / Office / Keyboard / Mouse & 19" LCD Monitor	195.50	
	Desktop Computer / 24" Widescreen Monitor Package Includes: Desktop PC w/ XP / Office / Keyboard / Mouse & 24" LCD Monitor	379.50	
	Mac Mini Computer / 24" Widescreen Monitor Package Includes: Mac Mini w/ OS 10.0 / Keyboard / Mouse & 24" LCD Monitor	494.50	
QTY	**LAPTOPS & ACCESSORIES**	**ADVANCE Show Rate**	**EXT. TOTAL**
	Laptop Computer w/ Windows XP & Office 2007	379.50	
	Mac Book Pro Computer w/ Mac OS 10.0	517.50	
	Laser Printer (Black & White)	379.50	
	USB Keyboard & Mouse	34.50	
	Wireless Keyboard & Mouse	69.00	
	PC Speakers	46.00	
	8 Port Ethernet Hub	69.00	
	Computer DA (Used to Send Computer Video Output to Multiple Monitors)	80.50	
	Custom Designed Presentation Equipment Available - Call for a Quote	**CALL**	
QTY	**PROJECTORS & SCREENS**	**ADVANCE Show Rate**	**EXT. TOTAL**
	LCD Projector (3000 Lumens / 1024x768 Resolution)	575.00	
	LCD Projector (4500 Lumens / 1024x768 Resolution)	690.00	
	Tripod Screen w/ Skirt	69.00	
	Custom Designed Projection Equipment Available - Call for a Quote	**CALL**	
QTY	**AUDIO**	**ADVANCE Show Rate**	**EXT. TOTAL**
	Medium Sound System: (2 Speakers w/ Stands & Mixer)	460.00	
	Wireless Microphone - (Handheld or Headset)	322.00	
	Wired Microphone - (Handheld or Headset)	69.00	
	6 Channel Audio Mixer	172.50	
	Custom Designed Sound Systems Available - Call for a Quote	**CALL**	

NOTE: ALL ORDERS RECEIVED AFTER THE ADVANCE RATE DEADLINE OF February 27, 2012 ARE SUBJECT TO AN ADDITIONAL 20% CHARGE ON EQUIPMENT.

Equipment Subtotal (page 2)	
Equipment Subtotal (page 1)	
Equipment Total	
Labor Service Charge (30% of Equipment Total or $125.00 Minimum) WHICHEVER IS GREATER	
Optional Damage Waiver* (10% of Equipment Total)	
Sales Tax 9.25% of Equipment, Labor & Damage Waiver Total	
PRICES LISTED ARE RUN OF SHOW **Total**	

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Company:_____ **Bth#:** _____

AGREEMENT AND PAYMENT INFORMATION

Optional Damage Waiver*: Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to $2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

Cancellation Policy: Cancellation of rental equipment and services must be made **72 hours prior** to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

Equipment: For equipment not listed, please contact us for a complete list of inventory.

Installation / Delivery / Pickup: A representative from your company **must be present** at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. **PRG** is not authorized to pickup equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers.

Rental Rates: The advance rate deadline is **two weeks prior** to the first show day. Rental rates (advance / on-site) are for the entire length of the show.

Venue Charges (if applicable): Union labor, carpenters, electricians, etc. will be billed directly to the exhibitor. Electrical services are not included in equipment pricing.

Payment Information:

Credit Card: ☐ AMERICAN EXPRESS 15 Card Numbers ☐ MasterCard 16 Card Numbers ☐ VISA 16 Card Numbers

Credit Card #: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **Exp. Date:** ☐☐☐☐ MONTH / YEAR

Cardholder's Name _____ **Cardholder's Signature** _____

Cardholder's Address_____

City:_____ **State:**_____ **Zip:**_____

COMPANY INFORMATION

COMPANY NAME: _____

ADDRESS: _____

_____

PHONE: _____

FAX: _____

CONTACT: _____

EMAIL: _____

DELIVERY INFORMATION

SHOW NAME: ICBA National Convention & Techworld

LOCATION: Gaylord Opryland, Nashville, TN

BOOTH# / RM: _____ **BOOTH SIZE:** _____

DELIVERY DATE: _____

DELIVERY TIME: [ ] 8A - 12P [ ] 1 - 5P

ON-SITE CONTACT: _____

ON-SITE PHONE: _____

TOLL FREE: 888-844-4225 * EMAIL: TRADESHOWS@PRG.COM

NOTE: Your request will be processed and a CONFIRMATION will be returned within two (2) business days. If you require additional information or a custom quote, please feel free to contact us at your convenience. You can also visit us online at www.prg.com.

Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation muct conform to appropriate nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attched to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by the Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage not caused by the willful negligence of an employee of Gaylord Opryland. Each Exhibitor hereby expressly releases Gaylord Opryland from such liabilities and agrees to indemnify Gaylord Opryland against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

Fuel level must be no more than 1/8th of a tank

Battery cables must be disconnected

Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.

Exhibit Hall Services

Electrical / Plumbing Order Form

Please mail, fax or email to:
Attn: Exhibit Hall Operations
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive Nashville, TN 37214
(P) 615-458-6390 (F) 615-458-6094
(E) bpowell@gaylordhotels.com

Convention Name | **Booth #** | **Exhibit Set-up Date**

Company Name | **Contact Name** | **Phone #**

Address | **City** | **State** **Zip**

Payment Method:

Check #: _____ Group Code: _____ Gaylord Hotel Room: _____

make payable to Gaylord Opryland

Credit Card # | Expiration Date | CCV

Print Card Holders Name | Signature

120 Volt Power	**Quantity**	**15 day Advance Price**	**Quantity**	**Regular Price**	**Amount**
1 Outlet to 500 watts or 5 amp		$126.00		$146.00	
2 Outlets to 1000 watts or 10 amp		$146.00		$186.00	
3 Outlets to 1500 watts or 15 amp		$171.00		$211.00	
4 Outlets to 2000 watts or 20 amp		$201.00		$241.00	
6 Outlets to 3000 watts or 30 amp		$251.00		$291.00	

208 Volt Power							
	1 Ø	3 Ø					
15 Amp				$245.00		$285.00	
20 Amp				$315.00		$415.00	
30 Amp				$435.00		$595.00	
50 Amp				$670.00		$935.00	

Note: All equipment utilizing nominal 208 voltage must have appropriate male plug

Please list (NEMA)#:

480 Volt Power	Please Call for Pricing

Special / Larger requirements:

Extension Cords (rental only) pick up at service desk					
25 ft. 1 outlet extension cord		$15.00		$15.00	
25 ft. 3 outlet extension cord		$20.00		$20.00	
6 outlet power strip		$25.00		$25.00	
***Compressed Air** minimum charge		$175.00		$175.00	
****Water minimum charge**		$175.00		$175.00	
Drainage mimimum charge		$140.00		$140.00	
Fill & Drain up to 50 gallons		$150.00		$150.00	
Fill & Drain 51 - 200 gallons		$225.00		$225.00	
Fill & Drain 201 - 500 gallons		$300.00		$300.00	
Fill & Drain over 500 gallons	please call for pricing				
Note: the above includes labor					
Labor per hour 7 am - 5 pm		$ 70.00		$ 70.00	
Labor per hour 5 pm - 7 am		$100.00		$100.00	

Note: For troubleshooting and/or special wiring only. Gaylord Opryland is not a source of electrical SET-UP labor.

Sub Total	
18% Service Charge	
ALL CHARGES ARE TAXABLE TN Sales tax 9.25%	
TOTAL	

Electrical Connection

Each outlet is considered one actual plug-in. Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. Prices printed include labor and 24-hour service. This represents a one-time charge, not a daily rate. Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area. All electrical to be installed will be on the floor at the back of the booth for in-line booths. For your convenience, Gaylord Opryland will staff an electrical service desk during exhibitor set-up.

*Compressed Air

Gaylord Opryland supplies 1/2" or 3/4" quick release female connection. Exhibitor is responsible for male connector. Fitting can be purchased on site. Gaylord Opryland supplies 100 PSI. Exhibitor is responsible for air regulator if needed. Please list CFM required._____

Island Booths

Electrical service will come from exhibit hall ceiling and will be provided in the most convenient manner. **Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.**

**Water and Drainage

Water - Gaylord Opryland supplies male threaded hose connector. Exhibitor is responsible for bringing connector to adapt.
Drainage - Depending on location of exhibit , a pump may be required at an additional cost.

See Terms and Conditions (page 2)

Full payment must accompany this order form in order to avoid paying regular price. Not refundable for non-use or no show. In order to receive a refund, cancellations must be made at least seven (7) days prior to set-up day. Prices are subject to change without notice.

Gaylord Opryland Use Only

Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

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Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.
All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by the Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage not caused by the willful negligence of an employee of Gaylord Opryland. Each Exhibitor hereby expressly releases Gaylord Opryland from such liabilities and agrees to indemnify Gaylord Opryland against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, Fire Alarms and Extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

Fuel level must be no more than 1/8th of a tank
Battery cables must be disconnected
Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.

Information Technology

2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-0122
Fax: 615-458-0120
Email: oprylanditsales@gaylordhotels.com

Date: _____

Shared Internet Access - Shared Bandwidth of 3 Mbs - DHCP IP Address

	Advanced Rate	Quantity	Extended Total	Standard Rate	Quantity	Extended Total
Shared wireless access (per device)	$500			$1,000		
Shared wired access (per device)	$500			$1,000		

In order to protect the shared nature of the shared network we have choosen to block certain types of applications that include but not limited to streaming video, flash, bit torrent and VoIP.

Custom Internet Access - Dedicated Private VLAN - Choose the amount of bandwidth

	Advanced Rate	Quantity	Extended Total	Standard Rate	Quantity	Extended Total
256 kbs	$250			$500		
Method of Delivery — Wired (each cable we provide)	$250			$500		
Wireless (each device)	$250			$500		
512 kbs	$500			$1,000		
Method of Delivery — Wired (each cable we provide)	$250			$500		
Wireless (each device)	$250			$500		
768 kbs	$750			$1,500		
Method of Delivery — Wired (each cable we provide)	$250			$500		
Wireless (each device)	$250			$500		
1.0 Mbs	$1,000			$2,000		
Method of Delivery — Wired (each cable we provide)	$250			$500		
Wireless (each device)	$250			$500		
1.5 Mbs	$1,500			$3,000		
Method of Delivery — Wired (each cable we provide)	$250			$500		
Wireless (each device)	$250			$500		
3.0 Mbs	$3,000			$6,000		
Method of Delivery — Wired (each cable we provide)	$250			$500		
Wireless (each device)	$250			$500		
For other bandwidth amounts please email or call for pricing (up to 80 Mbs)				$0		
Method of Delivery — Wired (each cable we provide)	$250			$500		
Wireless (each device)	$250			$500		

Infrastructure / Network Access / Wireless Equipment

	Advanced Rate	Quantity	Extended Total	Standard Rate	Quantity	Extended Total
Any Public IP Address	$300			$600		
Co- Location(s) (per device)	$500			$1,000		
Fiber Optic Cable dry pair	$800			$1,600		
Circuit Extension (each)	$3,500			$7,000		
VLAN Setup and Configuration	$2,750			$5,500		
Branded Splash Page (dedicated wireless service required)	$500			$1,000		
Redirection to website after splash page (dedicated wireless service required)	$500			$1,000		
Expedite Fee	$125			$250		
Up to an 8 port switch	$150			$300		
9 to 16 port switch	$300			$600		
17 to 24 port switch	$450			$900		
Cable 30 feet or less	$40			$80		
Cable greater than 30 feet	$75			$150		

Telecommunication Services

	Advanced Rate	Quantity	Extended Total	Standard Rate	Quantity	Extended Total
Direct Inward Dial Telephone Line (DID line)	$150			$150		
House Telephone Line	$150			$150		
Private Voice Line (Bellsouth Line)	$150			$150		
ISDN BRI Circuit	$700			$700		
Poly Com Conference Telephone	$100			$100		
Multi Line Digital Telephone	$100			$100		

We provide a Standard Desk telephone with each phone line.

Text Messaging Services

	Advanced Rate	Quantity	Extended Total	Standard Rate	Quantity	Extended Total
For text messaging services and pricing please call						

Digital Signage

	Advanced Rate	Quantity	Extended Total	Standard Rate	Quantity	Extended Total
For Digital Signage services and pricing please call						

Information Technology

2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-0122
Fax: 615-458-0120
Email: oprylanditsales@gaylordhotels.com

Discount (Code __)enter as a positive number	
Subtotal	
Tennessee State Tax (9.25%)	
Grand Total	

Special Instructions:

Installation Information

Booth #: _____ Gaylord Location (meeting room name): _____

Setup Day/Date/ Time: _____ Remove Day/Date/Time: _____

Conference Information

Conference Name: _____ Conference Dates: _____

Booth or Company Information

Company Name: _____ Onsite Contact name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Payment Information

Credit Card #: _____ Expires: _____ Security Code: _____

Gaylord Assigned Group Code: _____ Check # and Amount: _____

Signature: _____ (email or fax a copy of the check to ensure that needs are scheduled)

IT Quick Reference

All published rates are Event rates. Meaning that if the event is one minute or twenty thousand minutes it is the same rate.

We will Discount our standard rates by 50% if we receive your order 2 weeks prior to the exhibit set up date.

The proper code must be entered to honor any discounts.

Expedite Fees will be incurred if we have to move up the installation time or change locations of the set need to another location even in the same room.

Applications such as but not limited to Streaming video, flash and VOIP are all subject to being blocked on the shared network to protect the integrity of that network

If using a wireless router for an adhoc network or on our dedicated network (not allowed on the shared network) please let us know the SSID as we have a wireless suppression system that would cause interruption in service

We use channels 1, 6 and 11 for wireless use please use any other channel than those when utilizing your own wireless equipment. If not this could cause service interruption for both networks.

When ordering multiple devices on the shared network we will provide the switch and cables necessary.

All telephone calls are subject to, surcharges, long distance fees, and calling fees based on AT&T operator assisted rates

To dial locally dial 9 + number (except with a Bellsouth private line no need to dial 9)

To dial long distance dial 9 + 1 + area code + number (except with a Bellsouth private line no need to dial 9)

To dial international dial 9 + 011 + country code + number (except with a Bellsouth private line no need to dial 9)

Information Technology

2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-0122
Fax: 615-458-0120
Email: oprylanditsales@gaylordhotels.com

Gaylord Opryland Resort and Convention Center Information Technology Terms, Conditions and Regulations

- Installation of network and cabling services within the Gaylord Opryland Resort and Convention Center is exclusive. IT Services are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. This also refers to wireless devices. Routine audits are performed to ensure adherence.

- All prices are for rental of services only. Material and equipment furnished by the Gaylord Opryland Resort and Convention Center for IT services shall remain the property of the Gaylord Opryland Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Opryland Resort and Convention Center's Exhibitor Service desk at the close of show. The Gaylord Opryland Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.

- Under no circumstances shall anyone other than the Gaylord Opryland Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Opryland Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.

- Delivery data transmission lines ordered from an outside vendor will only be allowed to the property DMARC Center. All circuit installs must be coordinated with the Gaylord Opryland Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.

- All exhibitor network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.

- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord Opryland Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.

- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is $80.00/hour (advanced -- scheduled) and $125.00/hour (standard -- non-scheduled).

- Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord Opryland Resort and Convention Center will resolve disputes in a timely manner.

- The network connections provided by Gaylord Opryland Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord Opryland Resort and Convention Center will facilitate communications between the Gaylord Opryland Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Opryland Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.

- Users of Gaylord Opryland Resort and Convention Center services shall not disrupt any of the Gaylord Opryland Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord Opryland Resort and Convention Center or other associated networks. Gaylord Opryland Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

- Gaylord Opryland Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Opryland Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.

Information Technology

2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-0122
Fax: 615-458-0120
Email: oprylanditsales@gaylordhotels.com

- All devices for which the Gaylord Opryland Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Opryland Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Opryland Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are performed to ensure adherence.

- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

- Wireless Specific (802.11a,b,g): The use of any wireless access point or any other device that interferes with the facilities wireless data frequencies is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Opryland Resort and Convention Center without prior authorization. Additional charges will be added upon violation.

- Wireless users will receive a user name and password specific to that MAC Address that it initially logs onto the network. If the username and password is used more than once by a different device i.e. (pc, laptop, pocket pc, etc.) additional connections will apply at the standard rate. These charges are subject to be applied to the credit card on file without notification. No sharing of password and usernames will be permitted. Each device needing connectivity will need there own username and password.

- Internet Performance Disclaimer: Gaylord Opryland Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Opryland Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.

- **Internet Security Disclaimer: Gaylord Opryland Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Opryland Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**

- Streaming video or audio is not allowed on the shared network as it will not only effect your service experience but also everyone else that is on the shared network. You must purchase a dedicated solution if you desire to stream audio or video here at Gaylord Opryland. **No exceptions**.

Exhibit Hall Services

Safety/Security Booth Order Form

Please mail, fax or email to:
Attn: Peter McDermott, Show Floor Mgr
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive Nashville, TN 37214
email: pmcdermott@gaylordhotels.com
phone: 615.458.5822 fax: 615.458.6942

Convention Name | **Booth #** | **Dates Security Needed**

Company Name | **(On Site)Contact Name** | **Phone #**

Address | **City** | **State** | **Zip**

Payment Method:

Credit Card # | **Expiration Date** | **CCV**

Print Card Holders Name | **Signature**

WORK SCHEDULE

Fill in the desired security schedule below:

	DATE	SCHEDULED HOURS	TOTAL HOURS
example:	10/10/08	10:00am - 5:00pm	7

Security Officer	Hours needed (#)	14 days Advance Notice ($)	TOTAL ($)	Hours needed (#)	Within 14 days of Arrival ($)	TOTAL ($)
(4 hr. min.)		$35.00			$45.00	
Supervisor						
(4 hr. min.)		$45.00			$55.00	

Sub Total

TN Sales tax 9.25%

Total

GAYLORD OPRYLAND SECURITY & SAFETY SERVICES HOURLY RATE STRUCTURE

$35 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY OFFICER WITH 14-DAY ADVANCE NOTICE

$45 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY OFFICER WITHOUT NOTICE

$45 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY SUPERVISOR WITH 14-DAY ADVANCE NOTICE

$55 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY SUPERVISOR WITHOUT NOTICE

*Gaylord Opryland is the exclusive provider of all security and medical services within the hotel for Convention Service need. Outside security (non-Gaylord) may not be hired to work within Gaylord Opryland Resort & Convention Center without explicit written permission from the Vice President or Director of Convention Services authorizing approval. Armed security requests may be fulfilled by the Metro Nashville Police Department's Secondary Employment Unit or any state or federal law enforcement agency with prior hotel approval.

All conventions utilizing ballroom or exhibit hall meeting space within Gaylord Opryland must contract minimal security during their load-in and load-out for safety and security purposes. The minimum special event security required for any loading or unloading of materials on Gaylord Opryland property is no less than two officers per point of entry. Any exhibits in the Convention Center Exhibit Halls require a minimum of three officers during load-in and load-out. Security may be hired for a minimum of four hours per assignment in accordance with Gaylord Opryland labor policy.

A Security Supervisor shall be required any time there are five special event Security Officers requested concurrently. Gaylord Opryland Security Service pricing is subject to change. There is a $10/hour surcharge for security requests not made with 14 day advanced notice. Security Service requests on federally recognized holidays are billed at a special rate of $50/hour. If you have additional questions, please contact the Show Floor Manager or your Security Sales Coordinator.

PRESENTATION SERVICES

Credit Card Consent Form
Gaylord Opryland Resort and Convention Center

I authorize Presentation Services to charge my card in the amount of $_____

Type of card: ☐ AMEX ☐ Visa - MC - Diners Club ☐ Discover

Credit Card Number:_____

Exp Date:_____ Security Code _____

Customer PO (if required or Purchase card used #):_____

Cardholder's Name: _____

Cardholder's Phone Number: _____

Cardholder's email address: _____

Cardholder's Billing Address: _____

State and Zip Code: _____

Customer Name to be Invoiced:_____

Invoice/Order Number(s): _____

I, (please print)_____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

Signature_____Date_____

Cancellation Policy

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 % fee applicable to equipment and tax only.

B) Cancellations received on the day of the scheduled delivery or "no-shows" are subject to pay the full amount of the order to include installation, drayage and tax.

PSAV office use only: Location #_____Approval Code_____

Exhibitor Signage and Rigging Order Form

Gaylord Hotels
A Gaylord Entertainment Company

Ordering Instructions …

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead signs and banners must be assembled and disassembled by the exhibitor company.
- All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider
- All signs, banners and decorations must be hung and dismantled by PSAV whether in the ballroom, exhibition hall, lobbies, atriums or gazebos. Banners placement must be approved in advance by Conference Services.
- Labor Rates include the price of Crew and Lift
- All electrical services requirements must be submitted to Gaylord Opryland's Electrical Supervisor:
  Tony Wilcox: (615)871-6493 twilcox@gaylordhotels.com
- A service charge of 22% will be added to the subtotal before Tax.
- Please include applicable Sales Tax on equipment rental. *TAX EXEMPT STATUS* - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for Tennessee
- To guarantee equipment availability and advanced rate, submit your request *20 days prior* to delivery.
- Riggers work in minimum teams of 3 (2 riggers to hang, 1 rigger for ground support.) for a minimum of 4hrs. Clients can not be used as substitute for riggers.
- CANCELLATIONS:
  A) Cancellation of ordered must be received *48 hours prior* to delivery date to avoid a minimum charge.
  B) If services have already been provided at the time of cancellation, *100% of original charges* will be applied.
- Please Fax diagrams and signage specs along with this order form for a *price quote.*

rev. 8/07

Pricing Information…

Single Signage Package *(for banners/signs up to 4'x6')*	Installation & Dismantle
	$150 per banner

Package price for single PSAV approved signage includes rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. The rate applies for banners or signs 4'x6' or smaller. If sign over 20 lbs, larger than 4'x6' additional equipment and labor may be required. Please contact us for quoation.

Rigging Labor Hourly Rates	Standard Rate
Straight Time - 8:00am-5:00pm (m-f)	$ 75.00
Overtime - 5:00pm - 12:00am (m-f)	$ 112.50
Double Time -12:00am - 8:00am (m-s)	$ 150.00
Saturday - 8:00am - 12:00am (sat only)	$ 112.50
Sunday - All Day (sun only)	$ 150.00
Holidays - All Day	$ 150.00
Scissor Lift Daily	$200

*** Additional Labor per person / per hour (4hr. Min)***

Customer Information …

Company Name:
Address:
City:
State: Zip:
Ordered By:
Signature:
Telephone #:
Fax #:
Email:

Onsite Contact Information…

Name:
Cell:
Email:
Arrival Date:
Arrival Time:

…for Processing

Return Form To:
Presentation Services
Gaylord Opryland Resort and Convention Center

2800 Opryland Drive
Nashville, TN 37214
PH: 615-458-2680 **FAX: 615-458-2640**

PSAV exclusively provides rigging & banner hanging services.
Please visit our website to view rates.
www3.avservicescorp.com/onsite/gaylordopryland

Method of Payment ...

PLEASE CHECK ONE

Card Number: American Express ☐
__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Exp Date ___ / ___
Cardholder's Name (as appears on card): Visa ☐
Cardholders Signature: MasterCard ☐
PLEASE MAKE ALL CHECKS OUT TO PSAV. Check#_____ ☐

Event Information

Event Name: Event Load In Date:
Event Hall Location: Event Load Out Date:

Booth Information

Booth Name: Delivery Date: **Time:***
Booth Number: Removal Date: **Time:***

On Site Contact must be available at the Delivery Time. Additional labor charges may result from absence.

Event Signage and Rigging Order Form

Gaylords Hotels
A Gaylord Entertainment Company

Event Information

Event Name: _____
Event Hall Location: _____
Event Load In Date: _____
Event Load Out Date: _____

Booth Information

Booth Name: _____ Booth Number: _____
Booth Dimensions _____ X _____
Delivery Date: _____ Time: _____
Removal Date: _____ Time: _____

Signage Information

Sign Type: _____ Sign Weight: _____
Sign Dimensions: _____

Please use the space below to sketch a description of your signage

Customer Information …

Company Name:
Address:
City:
State: Zip:
Ordered By:
Telephone #:
Fax #:
Email:

Onsite Contact Information…

Name:
Phone:
Cell:
Email:
Arrival Date:

Please use the space below to sketch a description of your booth and approximate signage location

v012.1

ACCENT

Tradeshow & Event Furnishings

www.GetAccent.com

ACCENT On Service...

ACCENT On Excellence!

CUSTOM FURNITURE

Uptown

A-1 Sofa, Black Suede
83″L x 32″D x 32″H

A-2 Loveseat, Black Suede
59″L x 32″D x 32″H

A-3 Chair, Black Suede
39″L x 32″D x 32″H

A-4 Bench, Black Suede
61″L x 20″D x 17″H

A-5 Cocktail Table, Nickel & Glass
52″L x 31″D x 19″H

A-6 End Table, Nickel & Glass
26″ Diameter x 22″H

A-7 Corner, Black Suede
33″L x 33″D x 28″H

A-8 Center, Black Suede
31″L x 33″D x 28″H

A-9 Half Ottoman, Black Suede
72″L x 36″D x 18″H

A-10 Cocktail Table, Black & Glass
48″L x 24″D x 17″H

A-11 End Table, Black & Glass
21″L x 21″D x 21″H

A-12 Floor Lamp
Black, 72″H

Newport

B-1 Sofa, Tan Suede
79″L x 34″D x 32″H

B-2 Loveseat, Tan Suede
54″L x 34″D x 32″H

B-3 Chair, Tan Suede
32″L x 34″D x 32″H

B-4 Cocktail Table, Natural
48″L x 24″D x 17″H

B-5 End Table, Natural
24″Diameter x 21″H

B-6 Ottoman, Green Suede
32″L x 19″D x 17″H

B-7 Chair, Green Suede
32″L x 34″D x 32″H

Laredo

C-1 Sofa, Black Leather
77″L x 34″D x 32″H

C-2 Loveseat, Black Leather
54″L x 34″D x 32″H

C-3 Chair, Black Leather 32″L
x 34″D x 32″H

C-4 Oval Cocktail Table,
Black & Chrome
46″L x 23″D x 18″H

C-5 Round End Table,
Black & Chrome
23″Diameter x 20″H

C-6 Table Lamp,
Black & Chrome
22″H

Bristol

D-1 Sofa, Grey Upholstery
77″L x 33″D x 31″H

D-2 Loveseat, Grey Upholstery
54″L x 33″D x 31″H

D-3 Chair, Grey Upholstery
32″L x 33″D x 31″H

D-4 Cocktail Table, Black Cube
30″L x 30″D x 16″H

D-5 Cocktail Table, Black Cylinder
30″Diameter x 15″H

D-6 End Table, Black Cube
24″L x 24″D x 20″H

South Beach

E-1 Sofa, White
77″L x 34″D x 32″H

E-2 Chair, White
53″L x 34″D x 32″H

E-3 Bench, White
53″L x 27″D x 16″H

E-4 Sofa, Red
77″L x 34″D x 32″H

E-5 Chair, Red
53″L x 34″D x 32″H

E-6 Bench, Red
53″L x 27″D x 16″H

E-7 Square Cocktail, White & Chrome
31″L x 31″D x 15″H

E-8 Rectangle Cocktail, White & Chrome
46″L x 23″D x 11″H

E-9 End Table, White & Chrome
20″L x 20″D x 19″H

Barcelona

F-1 Chair, Red Barcelona
31″L x 35″D x 33″H

F-2 Ottoman, Red Barcelona
24″L x 24″D x 17″H

F-3 Chair, White Barcelona
31″L x 35″D x 33″H

F-4 Ottoman, White Barcelona
24″L x 24″D x 17″H

F-5 Chair, Black Barcelona
31″L x 35″D x 33″H

F-6 Ottoman, Black Barcelona
24″L x 24″D x 17″H

Melrose

G-1 Sofa, Red Swirl
78″L x 41″D x 30″H

G-2 Chair, Red Swirl
40″L x 36″D x 30″H

G-3 Bench, Red Swirl
61″L x 21″D x 17″H

Monte Carlo

H-1 Black Leather Sectional Loveseat
50″L x 38″D x 29″H

H-2 Black Leather Sectional Corner
40″L x 40″D x 29″H

H-3 White Leather Sectional Loveseat
50″L x 38″D x 29″H

H-4 White Leather Sectional Corner
40″L x 40″D x 29″H

Contempo

I-1 Curved Sofa, White Leather
71″L x 34″D x 30″H

I-2 Curved Bench, White Leather
71″L x 34″D x 17″H

I-3 Round Ottoman, White Leather
40″L x 40″D x 17″H

I-4 Curved Sofa, Black Leather
71″L x 34″D x 30″H

I-5 Curved Bench, Black Leather
71″L x 34″D x 17″H

I-6 Round Ottoman, Black Leather
40″L x 40″D x 17″H

I-7 Cocktail Table, Chrome & Glass
45″L x 32″D x 18″H

I-8 End Table, Chrome & Glass
25″Diameter x 21″H

I-9 White Leather Glove Chair
30″L x 30″D x 32″H

Havana

J-1 Sofa, Havana Leather
88″L x 38″D x 37″H

J-2 Chair, Havana Leather
47″L x 38″D x 37″H

J-3 Cocktail Table, Havana
48″L x 24″D x 18″H

J-4 End Table, Havana
24″L x 22″D x 22″H

J-5 Wingback Chair, Burgundy
35″L x 36″D x 45″H

J-6 Desk Chair, Cherry
16″L x 18″D x 39″H

J-7 Writing Desk, Cherry
48″L x 24″D x 30″H

J-8 Table Lamp, Brass
28″H

J-9 Half Round Banquette
59″ L x 29″D x 39″H
Seat Height = 17″ H

J-10 White Suede Cube
18″L x 18″D x 17″H

J-11 Black Leather Cube
18″L x 18″D x 18″H

Table, Black (Textured Top)
K-1 24″Diameter Top x 29″H
K-2 30″Diameter Top x 29″H
K-3 36″Diameter Top x 29″H
K-4 42″Diameter Top x 29″H

K-5 Chair, Black Euro
22″L x 23″D x 28″H

K-6 Chair, Jet Black
16″L x 18″D x 31″H

Tall Bar Table, Black (Textured Top)
K-7 24″Diameter Top x 42″H
K-8 30″Diameter Top x 42″H
K-9 36″Diameter Top x 42″H

K-10 Bar Stool, Black
21″L x 20″D x 41″H

K-11 Bar Stool, Jet Black
16″L x 18″D x 42″H

Stage Chairs

K-12 Stage Chair, Mocha Leather
28″L x 26″D x 32″H

K-13 Chair, Black Tub
25″L x 25″D x 33″H

K-14 Chair, Grey Tub
25″L x 25″D x 33″H

K-15 Chair, Black Tulip
22″L x 19″D x 36″H

TABLES & CHAIRS

Table, Maple & Chrome (Laminant Top)
L-1 30″Diameter Top x 29″H
L-2 36″Diameter Top x 29″H

L-3 Chair, Maple & Chrome
16″L x 18″D x 31″H

Tall Bar Table
Maple & Chrome (Laminant Top)
L-4 30″Diameter Top x 42″H
L-5 36″Diameter Top x 42″H

L-6 Bar Stool, Maple & Chrome
16″L x 18″D x 42″H

Table, Black & Chrome (Textured Top)
L-7 30″Diameter Top x 29″H
L-8 36″Diameter Top x 29″H

L-9 Chair, Black & Chrome
16″L x 18″D x 31″H

Tall Bar Table
Black & Chrome (Textured Top)
L-10 30″Diameter Top x 42″H
L-11 36″Diameter Top x 42″H

L-12 Bar Stool, Black & Chrome
16″L x 18″D x 42″H

L-13 Bar Stool, Chrome Back
19″L x 14″D x 42″H

L-14 Table, Black & Glass
42″Diameter x 29″H

L-15 Table, Chrome & Glass
36″Diameter Top x 29″H

L-16 Chair, Black
21″L x 20″D x 28″H

L-17 Tall Bar Table, Chrome & Glass
28″Diameter x 42″H

L-18 Wht & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-19 Blk & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-20 Table, Chrome
30″Diameter Top x 29″H

L-21 Chair, Chrome
24″L x 18″D x 29″H

L-22 Tall Bar Table, Chrome
28″Diameter x 42″H

L-23 Bar Stool, Chrome
20″L x 16″D x 39″H

TABLES & CHAIRS

M-1 Chair, Black & Blue
20″L x 20″D x 32″H

M-2 Bar Stool, Black & Blue
20″L x 22″D x 45″H - Swivel

M-3 Chair, Black & Red
20″L x 20″D x 32″H

M-4 Bar Stool, Black & Red
20″L x 22″D x 45″H - Swivel

M-5 Tall Bar Table, White
& Chrome (Laminant Top)
30″ Diameter x 42″H

M-6 Bar Stool, White & Chrome
17″L x 18″D x 35″H -
Seat Height 25″ - 31″ - Swivel

Gelato Table
24″Diameter x 31″ to 40″ Adjustable Height
M-7 White
M-8 Grey
M-9 Black

Scoop Chair
17″L x 22″ to 33″ Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White

Pedestal, Black
N-1 12″L x 12″D x 30″H
N-2 12″L x 12″D x 36″H
N-3 12″L x 12″D x 42″H

Pedestal, Grey
N-4 12″L x 12″D x 30″H
N-5 12″L x 12″D x 36″H
N-6 12″L x 12″D x 42″H

Pedestal, Black
N-7 18″L x 18″D x 36″H
N-8 18″L x 18″D x 42″H

Pedestal, Grey
N-9 18″L x 18″D x 36″H
N-10 18″L x 18″D x 42″H

N-11 Pedestal, Black
24″L x 24″D x 42″H

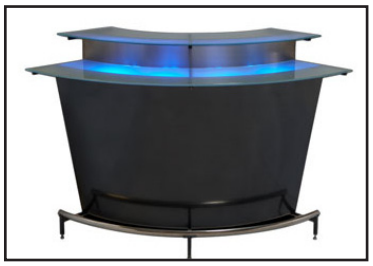
N-12 Pedestal, Grey
24″L x 24″D x 42″H

N-13 Pedestal, Black w/ Optional
Tray & Locking Door
24″L x 24″D x 42″H

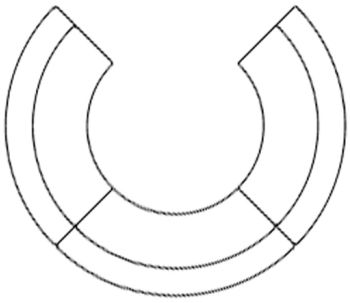
N-14 Pedestal, White w/ Optional
Tray & Locking Door
24″L x 24″D x 42″H

BARS

O-1 Martini Bar
50″L x 50″D x 47″H

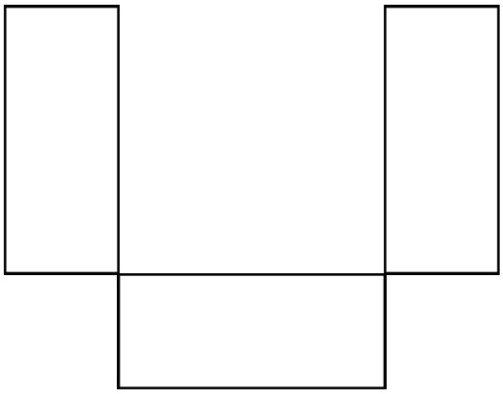


O-2 Martini Bar with colored lighting option.
No Electric Required



Suggested Layouts

O-3 Cosmopolitan Bar
72″L x 27″D x 42″H



Suggested Layouts

O-4 Cosmopolitan Bar with colored lighting option. Electric Required

O-5 Reception Counter
48″L x 16″D x 42.5″H

O-6 Contour Reception Counter with Literature Holder - Black
45″L x 21″D x 41″H

O-7 Contour Reception Counter with Literature Holder - Grey
45″L x 21″D x 41″H

O-8 Tall Computer Table
36″L x 30″D x 42″H

O-9 Computer Table
48″L x 30″D x 30″H

O-10 Parson Desk
48″L x 24″D x 29″H

O-11 Refrigerator
20″L x 20″D x 34″H

O-12 Coat Rack
21″ Square Base x 68″H

O-13 Mirror, Black Free Standing
15″L x 71″H

O-14 Literature Stand, 6 Pocket
10″L x 9″D x 64″H

O-15 Literature Stand, Silver Folding
11″L x 15″D x 60″H

O-16 Literature Stand, Black Folding
11″L x 15″D x 60″H

O-17 Floor Lamp, Off-White Paper Shade
10″L x 10″D x 61″H

CONFERENCE TABLES

Conference Table, Maple
P-1 6 Ft.- 72″L x 36″D x 29″H
P-2 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Mahogany
P-3 6 Ft.- 72″L x 36″D x 29″H
P-4 8 Ft.- 96″L x 48″D x 29″H
P-5 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Honey Oak
P-6 6 Ft.- 72″L x 36″D x 29″H

Conference Table, Black Oval
P-7 6 Ft.- 72″L x 36″D x 29″H
P-8 8 Ft.- 96″L x 48″D x 29″H
P-9 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Grey Oval
P-10 6 Ft.- 72″L x 36″D x 29″H
P-11 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Black & Glass
P-12 5 Ft.- 60″L x 36″D x 29″H

P-13 Chrome Table, Frosted Glass
53″L x 33″D x 29″H

P-14 Table, Honey Oak Round
42″Diameter Top x 29″H

P-15 Table, Mahogany Round
42″Diameter Top x 29″H

CONFERENCE CHAIRS

Q-1 Leather Executive
25″L x 28″D x 43″H

Q-2 Mesh Executive
28″L x 23″D x 38″H

Q-3 White Leather Izzo
25″L x 28″D x 42″H

Q-4 Black Leather Izzo
25″L x 28″D x 42″H

Q-5 Black Jr. Executive
24″L x 25″D x 38″H

Q-6 Grey Jr. Executive
24″L x 25″D x 38″H

Q-7 Black Sled
24″L x 24″D x 32″H

Q-8 Grey Sled
24″L x 24″D x 32″H

Q-9 Black & Chrome Breuer
19″L x 23″D x 31″H

Q-10 Grey & Chrome Breuer
19″L x 23″D x 31″H

Drafting Stool
20″L x 23″D x 51″H Seat Height: 23″-33″
Q-11 Black
Q-12 Grey

Secretarial Chair
20″L x 23″D x 36″H Seat Height: 16″-21″
Q-13 Black
Q-14 Grey

R-1 Etagere, Black (Glass Shelves)
30″L x 14″D x 67″H

R-2 Etagere, Chrome (Glass Shelves)
30″L x 14″D x 67″H

Bookcase, 48″
36″L x 12″D x 48″H
R-3 Grey
R-4 Black

Bookcase, 72″
36″L x 12″D x 72″H
R-5 Grey
R-6 Black

Filing Cabinet, 2-Drawer
15″L x 25″D x 29″H
R-7 Grey
R-8 Black

R-9 Filing Cabinet, Black 4-Drawer
15″L x 25″D x 52″H

Storage Cabinet, 42″
36″L x 18″D x 42″H
R-10 Grey
R-11 Black

R-12 Storage Cabinet, Black 72″
36″L x 18″D x 72″H

S-1 Desk, Natural & Black
60″L x 30″D x 29″H

S-2 Credenza, Natural & Black
60″L x 20″D x 29″H

S-3 Desk, Honey Oak
60″L x 30″D x 29″H

S-4 Credenza, Honey Oak
66″L x 20″D x 29″H

S-5 Desk, Mahogany
60″L x 30″D x 29″H

S-6 Credenza, Mahogany
60″L x 20″D x 29″H

S-7 Desk, Grey
60″L x 30″D x 29″H

S-8 Credenza, Grey
60″L x 20″D x 29″H

CABANA

Catalina

T-1 Corner Lounge
35”L x 35”D x 27”H

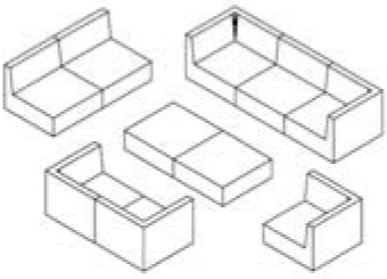
T-2 Center Lounge
35”L x 35”D x 27”H

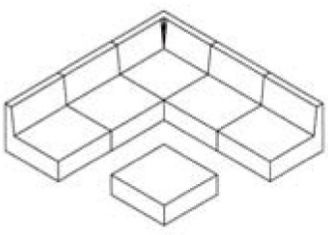
T-3 Cocktail Table
35”L x 35”D x 11”H

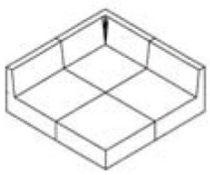
T-3C Cocktail Table w/ Cushion

T-3G Cocktail Table w/ Glass

T-4 End Table
19”L x 19”D x 19”H







Barbados

T-6 Small Backrest Section
50”L x 33”D x 28”H

T-7 Large Backrest Section
50”L x 33”D x 28”H

T-8 Curve Section
50”L x 33”D x 11”H

T-9 End Section
31”L x 18”D x 11”H
T-9C End Section w/ Cushion
T-9G End Section w/ Glass

CABANA

Antigua

T-11 Corner Lounge
30”L x 30”D x 28”H

T-12 Center Lounge
23”L x 32”D x 28”H

T-13 Right Arm Lounge
52”L x 32”D x 28”H

T-14 Left Arm Lounge
52”L x 32”D x 28”H

T-15 Lounge Chair
33”L x 32”D x 28”H

T-16 Cocktail Table, White
25”L x 51”D x 15”H

T-17 End Table , White
17”L x 17”D x 15”H

CABANA

T-18 Lounge
86”L x 43”D x 31”H

T-19 Ottoman
74”L x 36”D x 14”H

Montego

T-20 6.5’ Table
78”L x 35”D x 30”H

T-21 Chair
20”L x 21”D x 34”H

ACCENT Tradeshow & Event Furnishings

v012.1_370

3438 Maggie Blvd. * Orlando FL 32811 * Phone 407.648.7474

A-1	Black Suede Sofa	$370
A-2	Black Suede Loveseat	$335
A-3	Black Suede Chair	$235
A-4	Black Suede Bench	$210
A-5	Nickel/Glass Ckt Table	$155
A-6	Nickel/Glass End Table	$140
A-7	Black Suede Corner	$235
A-8	Black Suede Armless	$235
A-9	Blk/Half Round Ottoman	$295
A-10	Black/Glass Ckt Table	$155
A-11	Black/Glass End Table	$140
A-12	Black Floor Lamp	$75
B-1	Tan Suede Sofa	$370
B-2	Tan Suede Loveseat	$335
B-3	Tan Suede Chair	$235
B-4	Natural Ckt Table	$155
B-5	Natural End Table	$140
B-6	Green Suede Ottoman	$130
B-7	Green Suede Chair	$235
C-1	Black Leather Sofa	$370
C-2	Black Leather Loveseat	$335
C-3	Black Leather Chair	$235
C-4	Black/Chrome Ckt Table	$150
C-5	Black/Chrome End Table	$140
C-6	Black/Chrome Lamp	$75
D-1	Grey Sofa	$345
D-2	Grey Loveseat	$310
D-3	Grey Chair	$230
D-4	Black Cube Ckt Table	$160
D-5	Black Round Ckt Table	$160
D-6	Black Cube End Table	$145
E-1	White Sofa	$445
E-2	White Chair	$285
E-3	White Bench	$210
E-4	Red Sofa	$445
E-5	Red Chair	$285
E-6	Red Bench	$210
E-7	White Square Ckt Table	$150
E-8	White Rectangle Ckt Table	$150
E-9	White End Table	$140
F-1	Barcelona Chair Red	$315
F-2	Barcelona Ottoman Red	$160
F-3	Barcelona Chair White	$315
F-4	Barcelona Ottoman White	$160
F-5	Barcelona Chair Black	$315
F-6	Barcelona Ottoman Black	$160
G-1	Red Swirl Sofa	$445
G-2	Red Swirl Chair	$285
G-3	Red Swirl Bench	$210
H-1	Black Sectional Loveseat	$390
H-2	Black Sectional Corner	$285
H-3	White Sectional Loveseat	$390
H-4	White Sectional Corner	$285
I-1	White Curve Sofa	$425
I-2	White Curve Bench	$275
I-3	White Round Ottoman	$210
I-4	Black Curve Sofa	$425
I-5	Black Curve Bench	$275
I-6	Black Round Ottoman	$210
I-7	Chrome/Glass Ckt Table	$175
I-8	Chrome/Glass End Table	$155
I-9	Wht/Chrome Glove Chair	$245
J-1	Havana Sofa	$445
J-2	Havana Chair	$285
J-3	Havana Ckt Table	$190
J-4	Havana End Table	$165
J-5	Burgundy Chair	$275
J-6	Cherry Desk Chair	$150
J-7	Cherry Writing Desk	$215
J-8	Brass Lamp	$75
J-9	Wht/Suede 1/2 Banquette	$315
J-10	White Suede Cube	$95
J-11	Black Leather Cube	$95
K-1	24" Black Table	$115
K-2	30" Black Table	$115
K-3	36" Black Table	$130
K-4	42" Black Table	$155
K-5	Black Euro Chair	$105
K-6	Jet Black Chair	$105
K-7	24" Black Tall Bar Table	$150
K-8	30" Black Tall Bar Table	$150
K-9	36" Black Tall Bar Table	$160
K-10	Black Barstool	$130
K-11	Jet Black Bar Stool	$150
K-12	Mocha Stage Chair	$140
K-13	Black Tub Chair	$210
K-14	Grey Tub Chair	$210
K-15	Black Tulip Chair	$150
L-1	30" Maple Table	$130
L-2	36" Maple Table	$140
L-3	Maple/Chrome Chair	$125
L-4	30" Maple Tall Bar Table	$155
L-5	36" Maple Tall Bar Table	$160
L-6	Maple/Chrome Bar Stool	$150
L-7	Black/Chrome Chair	$125
L-8	30" Black/Chrome Table	$120
L-9	36" Black/Chrome Table	$135
L-10	30" Blk/Chrome Tall Bar Tl	$155
L-11	36" Blk/Chrome Tall Bar Tl	$160
L-12	Black/Chrome Bar Stool	$150
L-13	Blk/Chrome Back Stool	$150
L-14	Black/Glass Table	$135
L-15	Chrome/Glass Table	$130
L-16	Black / Black Chair	$105
L-17	Chrome/Glass Tall Bar Tbl	$175
L-18	Blk/Chrome Swivel Stool	$130
L-19	Wht/Chrome Swivel Stool	$130
L-20	30" Chrome Table	$135
L-21	Chrome/Chrome Chair	$125
L-22	30" Chrome Tall Bar Tbl	$160
L-23	Chrome/Chrome Bar Stool	$150
M-1	Blue/Black Chair	$125
M-2	Blue/Black Bar Stool	$150
M-3	Red/Black Chair	$125
M-4	Red/Black Bar Stool	$150
M-5	30" Wht/Chrome Tall Bar	$155
M-6	White/Chrome Bar Stool	$160
M-7	White Gelato Table	$195
M-8	Grey Gelato Table	$195
M-9	Black Gelato Table	$195
M-10	Red Scoop Chair	$150
M-11	Grey Scoop Chair	$150
M-12	Black Scoop Chair	$150
M-13	White Scoop Chair	$150
N-1	12x12x30 Black	$150
N-2	12x12x36 Black	$160
N-3	12x12x42 Black	$170
N-4	12x12x30 Grey	$150
N-5	12x12x36 Grey	$160
N-6	12x12x42 Grey	$170
N-7	18x18x36 Black	$180
N-8	18x18x42 Black	$190
N-9	18x18x36 Grey	$180
N-10	18x18x42 Grey	$190
N-11	24x24x42 Black	$200
N-12	24x24x42 Grey	$200
N-13	24x24x42 Black w/ Tray	$275
N-14	24x24x42 White w/ Tray	$275
O-1	Martini Bar	$815
O-2	Martini Bar (w/ Light Kit)	$965
O-3	Cosmopolitan Bar	$745
O-4	Cosmo Bar (w/ Light Kit)	$865
O-5	Reception Counter	$205
O-6	Black Contour Reception	$335
O-7	Grey Contour Reception	$335
O-8	42"h Computer Table	$195
O-9	30"h Computer Table	$175
O-10	Parson Desk	$195
O-11	Refrigerator	$175
O-12	Coat Rack	$100
O-13	Black Mirror	$130
O-14	Literature Stand	$110
O-15	Silver Folding Lit. Stand	$145
O-16	Black Folding Lit. Stand	$145
O-17	Floor Lamp - Off White	$75
P-1	6' Maple Conf. Table	$305
P-2	8' Maple Conf. Table	$345
P-3	6' Mahogany Conf. Tbl	$305
P-4	8' Mahogany Conf. Tbl	$345
P-5	10' Mahogany Conf. Tbl	$495
P-6	6' Honey Oak Conf. Tbl	$305
P-7	6' Black Conf. Table	$290
P-8	8' Black Conf. Table	$345
P-9	10' Black Conf. Table	$495
P-10	6' Grey Conf. Table	$290
P-11	8' Grey Conf. Table	$325
P-12	36x60 Glass Table	$275
P-13	Frosted Glass Table	$385
P-14	42" Honey Table	$210
P-15	42" Mahogany Table	$210
Q-1	Leather Executive Chair	$195
Q-2	Mesh Executive Chair	$195
Q-3	Wht/Leather Exec Chair	$240
Q-4	Blk/Leather Exec Chair	$240
Q-5	Blk Jr. Executive Chair	$165
Q-6	Grey Jr. Executive Chair	$165
Q-7	Black Sled Chair	$140
Q-8	Grey Sled Chair	$140
Q-9	Blk/Chrome Breuer Chair	$125
Q-10	Gry/Chrome Breuer Chair	$125
Q-11	Black Drafting Stool	$150
Q-12	Grey Drafting Stool	$150
Q-13	Black Secretarial Chair	$125
Q-14	Grey Secretarial Chair	$125
R-1	Black Etagere	$160
R-2	Chrome Etagere	$160
R-3	48" Grey Bookcase	$130
R-4	48" Black Bookcase	$130
R-5	72" Grey Bookcase	$150
R-6	72" Black Bookcase	$150
R-7	2-Dr Grey File Cabinet	$110
R-8	2-Dr Black File Cabinet	$110
R-9	4-Dr Black File Cabinet	$130
R-10	42" Grey Storage Cabinet	$130
R-11	42" Black Storage Cabinet	$130
R-12	72" Black Storage Cabinet	$160
S-1	Natural/Black Desk	$310
S-2	Natural/Black Credenza	$285
S-3	Honey Executive Desk	$310
S-4	Honey Credenza	$285
S-5	Mahogany Desk	$310
S-6	Mahogany Credenza	$285
S-7	Grey Executive Desk	$310
S-8	Grey Credenza	$285
	CATALINA	
T-1	Corner Lounge	$265
T-2	Center Lounge	$225
T-3	Cocktail Table	$225
T-3C	Cocktail Table w/ Cushion	$225
T-3G	Cocktail Table w/ Glass	$225
T-4	End Table	$165
	BARBADOS	
T-6	Small Backrest Section	$265
T-7	Large Backrest Section	$265
T-8	Curve Section	$225
T-9	End Section	$200
T-9C	End Section w/ Cushion	$200
T-9G	End Section w/ Glass	$200
	ANTIGUA	
T-11	Corner Lounge	$265
T-12	Center Lounge	$225
T-13	Right Arm Lounge	$445
T-14	Left Arm Lounge	$445
T-15	Lounge Chair	$285
T-16	Cocktail Table	$225
T-17	End Table	$165
	MONTEGO	
T-18	Cabana Lounge	$900
T-19	Cabana Ottoman	$260
T-20	Cabana / Glass Table	$550
T-21	Cabana Chair	$155

Please fax order to 407.648.2542

ACCENT Tradeshow & Event Furnishings

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Company Information	Delivery Information
Company Name: _____	Event: _____
_____	Location: _____
Address: _____	**Booth #:** _____
_____	Open Date: _____
Phone: _____ Fax: _____	Close Date: _____
E-Mail: _____	Event Contact:

ACCENT will send an email or fax confirmation of your order, once we receive and reserve the product for your show.

Item #	Description	Qty	Price	Total

Credit Card Information

Credit Card #:_____

Exp. Date:_____ Security Code #_____

Mastercard Visa AMEX Discover

Cardholders Name: _____

(Please Print)

Cardholders Signature:_____

TOTAL ORDER	_____
MISCELLANEOUS	_____
SUBTOTAL	_____
TAX	_____
TOTAL DUE	_____

- Orders received within 14 days of event are subject to a 20% Late Fee.
- 25% cancellation will be applied if canceled 7 days prior to event opening
- Check or Credit Card must accompany order.
- 100% cancellation will be applied if canceled on day of deliver.
- All showsite orders are subject to a 25% service charge.
- Additional drayage fees may apply from the Contractor. Refer to your Exhibit Manual.

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